Official Mail Management Program

AIIM Corps Day

4 May 2001

AGENDA

- **PAPAS**

- **PC Postage**

- **Domestic Small Package Contract**
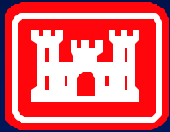
- **DoD Official Mail Workshop**

Positive Accountability Postage Administration System (PAPAS)

- **Update ER 25-1-50 to include:**
  - Ø **Report: Semi-Annually**
  - Ø **Dates: 15 April and 15 October**
  - Ø **Generate Computerized Report**
  - Ø **Forward Reports Via E-mail**
  - Ø **Do not fax or mail**

PC Postage

- **Small Volume Mailers**

- **Postage Stamps Usage**

- **Backup Metering System**

- **Maximum Amount Downloaded: $500**

- **Monthly Charges: $14.95 (NeopostOnline.com)**

DoD Domestic Small Package Task Order

- **Piggyback on the New GSA Schedule**

- **Large Volume Mailers**

- **Minimum Mail Shipment Per Year: 7,000**

DoD Official Mail Workshop

- Date: 13 - 17 August 2001

- Agenda:
  - Ö How to reduce postage costs
  - Ö How to compute postage
  - Ö Classes of Mail
  - Ö Special Services
  - Ö Postage Meter Management
  - Ö U.S. Postal Service Automation
  - Ö Private Express Statues
  - Ö Tour of the Southern Maryland
      Processing & Distribution Facility